

DRAFT Minutes until approved

**Call to Order:** by Bruce Holmes at 7:08p.m.

**Members Present:** Chairman, Bruce Holmes, Tim Roy, David Collier, Alternate Bill Curtin, Town Planner-Sharon Penney, Planning Secretary-Randy Sanborn.

**Appointment of Alternates:** Bill Curtin for Tom Hoopes.

**Approval of Agenda:** Discussion to hear the presentation under new business (Cruz Conceptual) to be heard before Old Business.

**Motion** by B. Curtin to approve to agenda as amended. Second by T.Roy. No discussion. Vote unanimous.

**Public Input:** None seen or heard. Public Input closed.

Discussion: Windmill ordinance committee. Continued to next meeting.

**Other Business:**

1. Old Business: Status report on Fire Protection. Continued to next meeting.
2. New Business:
  - a. Class VI Roads. - read materials - continued to next meeting.
  - b. Amend Notice of Decision for Case P09-04 (Curvey) S. Penney There were clerical errors in the language of the amended motion for approval. Minutes from 2/17/09 must be also changed to reflect this correction.
  - c. Cruz Conceptual. Map 9, Lot 33-2. Present for this case: Steve Nicks, Paul Monzione and Jim Cruz.

S. Nicks. Transferring section from Cruz to Monzione. Leaving house, sewer and septic leaving over 4 acres on original lot. Starting and ending with 2 lots. Feels this should be treated as a Boundary Line Adjustment. Lot will be merged immediately and never be stand-alone. Easement involved and included in the Purchase and Sales Agreement. Has a shared driveway access.

S. Penney noted that according to Town Council this should be treated as a Minor Subdivision.

B. Curtin asked about new deeds for both lots.

S. Nicks asked about waivers (topography, etc.) there will be no construction.

P. Monzione will have all the property surveyed and will also notice abutters.

S. Nicks would the board accept a notation from the licensed surveyor regarding proper setbacks, etc.

Member present tonight agreed but cannot speak for other members not present.

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B. Holmes noted this looks like a minor site plan.

S. Penney will help them when they come to fill out the application. Also they need survey equipment. Need application by March 27<sup>th</sup> at noon.

- d. D. Steve Nicks - point of order for reapplication for Case P08-32. George Chrisenton made application originally regarding a BLA that needed a variance, regarding an application that was continued with the Planning Board. Here tonight to get the continued application for Byrne on the agenda for the next regular meeting which would be April. The time has run out on the first application and also question is of the fees.

Noted this was not on the agenda for the February meeting as continued.

**Motion** by B. Curtin to add to the minutes of February 17, 2009 that Case P08-32 be continued. Second by T. Roy. No discussion. Vote unanimous.

**Motion** by B. Curtin for the minutes of this meeting that Case P08-32 be continued until the April 21, 2009 meeting. Second by T. Roy. No discussion. Vote unanimous.

S. Penney noted that abutters may need to be renoticed.

S. Nicks will provide Sharon with abutter notices.

3. Correspondence.

4. Any other business that may come before the Committee.

- a. A discussion of minutes of February 17, 2007 for the following case.

**Case P09-04, Map 21A, Lot 23 & 24, Lot Line Adjustment, James C. Curvey, 126 Pipers Point Lane** Application submitted by David M. Dolan Associates, PC on behalf of applicant James C. Curvey for a proposed Lot Line Adjustment to provide improved buffers and will result in both lots being more conforming to current regulations. This parcel is located in the Lakeshore Residential Zone.

S. Penney noted the amended motion was incorrectly made with condition number 1 referencing a special exception which was in error. C. Balicus corrected the error mid-motion according to the tape reviewed by this board but the correction was not correctly noted in the minutes. The February draft minutes have been corrected to reflect this as follows:

1. *Being the 50ft CSBA setback waiver is currently being applied for by the applicant, must be granted as the residence on Lot 24 presently extend into the Lakeshore setback and an additional expansion is proposed. The Special Exception is required and will be needed by the Alton ZBA.[This is the incorrect statement]*

*[On March 17, 2009, after an error was discovered by the Town Planner which prompted the Planning Board to review of the minutes and auditory review of tape.*

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*It was discovered that condition number 1 was erroneous. Ms. Balcius realized she was referencing the wrong document as stated on the tape. The Planning Board meeting of March 17, 2009 determined this was a recording and clerical error and this condition should be excluded from the record and is not applicable to the Notice of Decision]. This is also referenced in the Planning Board, March 17, 2009 minutes.]*

*The conditions should be numbered as follows:*

- 1. The applicant shall comply with all the Town of Alton's subdivision and Site Plan Regulations.*
- 2. A copy of any necessary Federal, State, and/or local permits shall be received by the Planning Department and the permit numbers shall be added in a note on the plat prior to plan signing.*
- 3. A note shall be added to the plat prior to plan signing stating the Best Management Practices shall be utilized during any construction on site.*
- 4. All "To be Set" (TBS) notes shall be removed and all monumentation shall be set prior to plan signing.*
- 5. The following note shall be added to the plat prior to signing that this subdivision plan is subject to the conditions of approval itemized in the February 17, 2009 Notice of Decision on file at the Town of Alton Planning Department.*
- 6. Approval is based on upon the plan specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.*
- 7. Town of Alton be provided with a copy of the amended or new deed showing tax map corrections.*

**Motion** by B. Curtin to adjourn. Second by D. Collier. No discussion. Vote unanimous.

Respectfully submitted,

Carolyn B. Schaeffner  
Recording Secretary